



**U.S. Mission Monrovia
Vacancy Announcement Number: 2017-05 (Re-advertised)**

OPEN TO: All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Infection Prevention Control Specialist, FSN-10, FP-5

OPENING DATE: March 20, 2017

CLOSING DATE: Open until filled

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-10, \$29,918.00 p.a.
Not-Ordinarily Resident (NOR): FP-5, \$52,765.00 p.a.
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking eligible and qualified applicants for the position of **Infection Prevention Control Specialist** within the Centers for Disease Control and Prevention Office (CDC).

NOTE: Due to the high volume of applications expected, only shortlisted applicants will be contacted. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The incumbent serves as an infection prevention and control (IPC) specialist providing technical assistance to the Ministry of Health (MoH) and in-country partners to plan, implement, and evaluate activities related to IPC. The CDC IPC Specialist will assist host country and other stakeholders with developing and implementing practices and policies to improve prevention, investigation, monitoring and reporting of the spread of diseases in healthcare facilities. The job includes education of healthcare workers regarding infection control protocols and policies. Incumbent will work with MoH and key technical partners to develop and promote the implementation of an IPC monitoring and evaluation (M&E) plan, and provide on-going technical support for IPC data collection and analysis. The IPC Specialist will be responsible for monitoring the implementation of CDC funded IPC activities in the field by conducting regular site visits.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Bachelor's degree in Medical Sciences or related sciences, or nursing degree is required. A copy of the degree must be submitted with the application.

2. EXPERIENCE: Minimum of five years progressively responsible work in nursing or public health is required. At least two years of this experience must include working with MoH, the Liberian public health system, and/or Non-Governmental Organizations.

3. LANGUAGE: Level IV (Fluent) Speaking/Writing/Reading English is required.

4. A thorough knowledge of Ebola Virus Disease and other infectious diseases is required, as is knowledge of EVD-related counseling, infection prevention and control, and public health surveillance and information systems. A good knowledge of computers, including Windows, word processing, and e-mail is required. The incumbent must possess knowledge of host country specific health delivery systems. Working knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations, is required. In-depth specialist knowledge of public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of public health disease programs is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. This will be tested.

5. Must possess the sensitivity and maturity to deal appropriately with EVD and IPC issues. A demonstrated ability to work effectively with persons at all levels of the public health system is also required. Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with other USG, host country, national and international working partners and to prepare required written reports. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. The incumbent will be expected to exercise considerable ingenuity and tact in applying IPC guidelines to unique and different settings. Considerable innovation will be required to ensure that partners implement CDC funded IPC projects adequately and follow-up with them on a regular basis to ensure any mistakes are corrected in a timely manner.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website <http://monrovia.usembassy.gov/vacancies.html> and/or by contacting the Human Resources Office (231) 77677423).

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: **public trust clearance.**

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. **Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, diplomas, work and /or residency permits, etc.)**

WHERE TO APPLY:

Human Resources Office

Attention: **Infection Prevention Control Specialist**

American Embassy

P. O. Box 98

1000 Monrovia 10 Liberia

Or Email to RecruitmentMonrovia@State.gov

Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or

- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: (Open until filled)

Drafted: HRA: LMulbah

Cleared: CDC: EKDokubo

Cleared: FMO: MBedoya

Approved: MGT: AHVrampas

[Signed copy with HR Office]